



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

President – Mark Simon • Vice-President – Kevin Graves • Director – Bill Pease • Director – Chris Steele • Director – Marianne Wiesen

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS
OF THE TOWN OF DISCOVERY BAY
Wednesday December 4, 2013
REGULAR MEETING 7:00 P.M.
1800 Willow Lake Road, Discovery Bay, California
Website address: www.todb.ca.gov**

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Simon
Pledge of Allegiance – Led by President Simon
Roll Call – All Present with the exception of Director Pease
Director Pease – Arrived at 7:10 p.m.

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

C. PRESENTATIONS

General Manager Howard – Provided the CSDA's Special District Leadership Academy Conference Certificate to each Board Member.

1. Power Point Presentation - Parks, Landscape, Community Center Activities and Progress Report

Parks and Landscape Manager Perez – Provided the details of item C-1. There was discussion between the Parks and Landscape Manager and the Board.

D. AREA AGENCIES REPORTS / PRESENTATION

1 Sheriff's Office Report

Deputy Scheftner – Provided the law enforcement details for the month of December. There was discussion between the Board and Deputy Scheftner.

Tony Fontenot – Provided details regarding the Toy Drive

2. CHP Report – No Report

3. Fire District Report – No Report

4. East Contra Costa Fire Protection District Report

Fire Chief Henderson – Provided the Fire District Report for the month of December. There was discussion between the General Manager and Fire Chief Henderson. There was one Public Comment Speaker.

5. Supervisor Mary Piepho, District III Report

Lea Castleberry - Provided an update on several projects surrounding Discovery Bay.

E. COMMITTEE/LIAISON REPORTS

1. Trans-Plan Report – No Report

2. County Planning Commission Report – No Report

3. Code Enforcement Report – No Report

4. Special Districts Report** - No Report

****These meetings are held Quarterly**

F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. DRAFT minutes of previous special meeting dated November 6, 2013
2. DRAFT minutes of previous regular meeting dated November 6, 2013
3. Approve Register of District Invoices
4. Approve and Adopt Resolution 2013-23 Affirming compliance with the California Public Records Act by the Town of Discovery Bay
5. Approve and Accept the Contract work performed by GSE Construction, Inc., for the construction and completion of the Installation of Belt Press No.3 Project and direct Staff to record "Notice of Completion" with the Contra Costa County Recorder's Office

Motion by: Director Pease to approve the Consent Calendar

Second by: Director Wiesen

Vote: Motion Carried – AYES: 5, NOES: 0

G. NEW BUSINESS AND ACTION ITEMS

1. **Approve and Adopt Resolution 2013-22 continuing Employee Medical and Ancillary Health Benefit Coverage**

Motion by: Vice-President Graves to Adopt Resolution 2013-22 continuing Employee Medical and Ancillary Health Benefit Coverage for those positions authorized pursuant to the adopted Position Schedule

Second by: Director Steele

Vote: Motion Carried – AYES: 5, NOES: 0

2. **Fiscal Year 2012-13 Year End Budget Review and Distribution of FINAL FY 2013-15 Annual Operating and Five Year CIP Budget (Due to the size of the Budget Document it will be distributed at the meeting and uploaded to the Town's Website)**

General Manager Howard – Provided details of item G-2. There was discussion between the General Manager and the Board.

3. **Well 7 Electrical Backbone Installation and Service**

General Manager Howard – Provided details of item G-3. There was discussion between the General Manager, the Water and Wastewater Manager, and the Board.

Motion by: Vice-President Graves to authorize PG&E to provide necessary backbone electrical installation associated with Well 7 in the amount of \$51,513.00 and authorize the General Manager to execute all necessary contractual documents

Second by: Director Pease

Vote: Motion Carried – AYES: 5, NOES: 0

4. **Replacement of Oxidation Aerator Assemble**

General Manager Howard – Provided details of item G-4.

Motion by: Director Pease to authorize the replacement of Oxidation Aerator Assembly unit for Wastewater Treatment Plant 2 from Lakeside Equipment Corporation in the amount of \$47,489.28 and authorize the General Manager to execute all purchase documents

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

H. PRESIDENT REPORT AND DIRECTORS' COMMENTS

The Board commented on the CSDA Special District Conference.

Director Steele – Provided a report and the details of the Byron Union School District meeting dated November 21, 2013.

Vice-President Graves – Provided the details and report of the East Contra Costa County Fire Protection District meeting dated December 2, 2013.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

1. **Annual Workshop - Identify Date - Saturday, February 1, 2013 - 9:00 a.m. to 12:00 p.m.**

General Manger Howard – Provided details of item J-1. There was discussion between the General Manager and the Board.

K. DISTRICT LEGAL COUNSEL REPORT

None

L. COMMITTEE UPDATES – Discussion and Possible Action

1. Community Center Status Report (No written report)

M. CORRESPONDENCE – Discussion and Possible Action

1. R – East Contra Costa County meeting minutes dated October 7, 2013
2. R – Letter from Contra Costa County Supervisor Piepho regarding the Byron Union School District School Resource Officer Position for the 2013-2014 School Year
3. R – Contra Costa County Aviation Advisory Committee meeting minutes October 10, 2013

N. PUBLIC RECORD REQUESTS RECEIVED

1. Press Inquiry Regarding Elected Official Benefits received via email November 8, 2013

O. FUTURE AGENDA ITEMS

P. ADJOURNMENT

The meeting adjourned at 7:53 p.m. to the next regular meeting dated December 18, 2013 starting at 7:00 p.m. on 1800 Willow Lake Road.

//cmc – 12.09.13

<http://www.todb.ca.gov/content/agenda-and-minutes/>